Attorneys are strongly urged to share this notice with their clients so that informed decisions may be made about the inclusion of certain information in a transcript which is available for public viewing over the Internet.

Effective November 9, 2009, and pursuant to the Order of Chief Judge Ann Aiken, the District of Oregon implemented a Policy and Procedures for the Electronic Filing of Transcripts. These procedures apply to transcripts of federal courtroom proceedings held before judicial officers in the District of Oregon, not depositions taken outside of court, or proceedings of state or other court jurisdictions. Procedural highlights are as follows:

1) The electronically filed certified transcript is to have restricted remote electronic access for a period of 90 days from its filing date to allow the parties time to review it and make redaction requests. During this 90 day redaction period, the transcript will be available for inspection only at the Clerk's Office.

2) During the 90 day redaction period, copies of the transcript may only be obtained by purchasing the transcript from the court reporter or transcriber at the rates established by the Judicial Conference.

3) An attorney or party of record who has purchased a copy of a transcript from the court reporter or transcriber will also be able to view the transcript by remote electronic access through PACER.

4) The responsibility for requesting redaction of personal data identifiers or other sensitive material rests solely with counsel of record and the parties. It is not the responsibility of the Court, the Clerk's Office, the court reporter, or a transcriber to review transcripts for compliance with this policy.

5) After the expiration of the 90 day redaction period, unless redacted or otherwise restricted from remote public electronic access by the Policy and Procedures for the Electronic Filing of Transcripts, or other order of the Court, the transcript will be publicly available for copying at the Clerk's Office and for download through PACER.

View the complete [Policy and Procedures for Electronic Filing of Transcripts](#) .

FORMS ARE AVAILABLE ON THE COURT'S WEBSITE

The following forms, including requisite Certificates of Service, are available for download on the Court's website:

[Notice of Intent to Redact](#)

[Statement of Redaction](#)

[Motion for Redaction of Additional Information](#)

[Withdrawal of Notice of Intent to Redact Transcript](#)

NOTICE OF INTENT TO REDACT

Within seven (7) calendar days of the filing of an official court transcript, a party wishing to redact a transcript must file a Notice of Intent to Redact.

STATEMENT OF REDACTION

Following the filing of a Notice of Intent to Redact, a party must file a Statement of Redaction within 21 calendar days from the filing date of the transcript, indicating where the personal identifiers appear in the transcript by page and line, and describing the redacted language. Upon the receipt of service of a Statement of Redaction, and without further order of the Court, a redacted transcript is to be filed by the court reporter or transcriber within 31 calendar days, or longer if so ordered by the Court, from the filing of the original transcript. This procedural option is limited to the redaction of the personal identifiers listed in Fed. R. Civ. P. 5.2 and Fed. R. Crim. P. 49.1 as follows:

Fed. R. Civ. P. 5.2 - Civil Cases	Fed. R. Crim. P. 49.1 - Criminal Cases
Social Security numbers to the last four digits	Social security numbers to the last four digits
Financial account numbers to last four digits	Financial account numbers to last four digits
Dates of birth to the year	Dates of birth to the year
Names of minor children to the initials	Names of minor children to the initials
	Home addresses of individuals to the city and state

MOTION FOR REDACTION OF ADDITIONAL INFORMATION

If a party seeks to request further redactions beyond those personal data identifiers listed above, a Motion for Redaction of Additional Information must be filed with the Court within 21 calendar days of the filing of the transcript. Until the Court has ruled on any such motion, the

transcript will not be electronically available by remote access to the public, even if the 90 day restriction period has ended.

If a party files a Notice of Intent to Redact, but fails to timely file a Statement of Redaction, a Motion for Redaction of Additional Information, or a related Motion for Extension of Time, the Court may enter an Order to Show Cause why the Notice of Intent to Redact should not be stricken and allow the transcript to be available to the general public upon the expiration of the 90 day deadline.

REMOTE PUBLIC ACCESS TO TRANSCRIPTS

If a redacted transcript is filed with the Court, that redacted transcript will be electronically available through PACER after 90 calendar days from the date of filing of the original transcript, and the original transcript will not be made publicly available through PACER. If the original transcript is filed without redaction, that original transcript will be remotely electronically available through PACER after 90 days.

CRIMINAL JUSTICE ACT (CJA) PANEL ATTORNEYS

An attorney who is serving as appointed "standby" counsel for a pro se litigant must review the transcript as if the pro se party were his/her client. If an attorney represents a client pursuant to the Criminal Justice Act (CJA), including serving as standby counsel, the attorney conducting the review of the transcript is entitled to compensation under the CJA for functions reasonably performed to fulfill the obligation and for reimbursement of related reasonable expenses.

PACER FEES

PACER fees will be applied to the entire number of pages contained in the transcript once the 90 day period has expired and the transcript becomes available to the general public. Charges will not be capped at 30 pages as they are for other court documents. The user will incur PACER charges for each time the transcript is accessed even though he/she may have purchased it from the court reporter. There is no "free look" of electronically filed transcripts via CM/ECF.